

READING DISTRICT ODDFELLOWS

JOB DESCRIPTION Assistant District Secretary

This position is part time in the first instance but could lead to the post requiring full time commitment in due course. The part time hours are negotiable but will be approximately 16 per week. The successful applicant will be based in our District Office and there will be a probationary period of a minimum of six months.

We are looking for a confident and high performing Assistant Secretary with excellent prioritisation skills, strong communication and interpersonal skills and the ability to provide regular, open and honest feedback. We require someone who will offer a high degree of commitment with the ability to work under pressure and to time scales and who is committed to building trust with an open and transparent approach.

Responsibilities

The Assistant Secretary will be responsible to the District Trustees, District Secretary and the District Committee of Management and will provide secretarial and financial administration to the office of the Reading District Oddfellows.

Key tasks are as follows:

To assist the District Secretary with the conduct of District business, this will include some of the following:-

- Maintain financial records using the Society's designated accounts computer programme, Microsoft Dynamics.
- Process receipts and payments in line with the standards defined in the District Systems of Control.
- Maintain PAYE records for District employees and calculate monthly payments.
- Prepare and update financial reports for meetings of the District and meetings of the Committee of Management and Trustees.
- Source and book accommodation for Deputies attending Annual Conferences and Weekend Seminars.
- Maintain hall bookings, prepare invoices for hall hirers, assist with arranging hall maintenance and deal with purchasing of supplies.
- Prepare any other returns / documents required by the District, Unity or any other statutory body.

Meetings

- Assist with and attend District Committee of Management Meetings which are at regular intervals and assist with and attend other ad hoc events from time to time:
 - prepare and circulate agendas
 - record minutes.

Social and Public Relations

- Assist with social organisation
- Public Relations (PR)
 - actively promote the District and the Society within the local community to include attending publicity events
 - liaise with local media, radio, etc
- Newsletter – assist with collating materials (articles and photographs) for newsletters and Events Diaries.

General

- Respond to correspondence and enquiries from members and others (letter, telephone, email, in person)
- Assist with distribution of mailings and post
- Liaise with Unity Office as necessary.

Training and Support

Training will be provided by the District Secretary, additional courses on the following topics are provided by Unity Office staff, these are compulsory and should ideally be carried out within six weeks of your appointment. Courses are generally held at Unity Office in Manchester over three days, expenses will be funded by the District.

- accounts preparation using Dynamics
- membership administration
- introduction to care and welfare
- introduction to social and public relations.

In addition, the Society holds Weekend Seminars which provide staff and members with a valuable forum for training and networking. There are two seminars per year and the topics change annually. These seminars are partially funded by Unity Office with the District paying for attendees' travel and accommodation.

The Committee of Management will also be on hand to offer guidance and support.

Closing date for applications

5 August 2022.

Salary

By negotiation dependant on experience.

Pension

Workplace Pension provided if applicable.

Applying for the position

Please request an application form from debbie.jex@oddfellows.co.uk or in writing from the address below, please also forward your CV.

Application form to be returned to the above email address or the postal address below:

Mrs D J Jex
District Secretary
Reading District Oddfellows
Oddfellows Hall
118b Oxford Road
Reading
RG1 7NQ

Marking your envelope "Private and Confidential"